



SOUTH DAKOTA 9-1-1 COORDINATION BOARD

MEETING MINUTES FOR JULY 18, 2013

AMERICINN, FT PIERRE, SD

Board members present: Carmon, Haines, Harding, Jaeger, Price, Rufledt, Sawvell, Serr

Board members absent: Falken, McPeck, Price, Turbak

Staff Present: Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS Staff Attorney)

Others present: Sara Weston, Sherry, Juanita, Marshall (LR Kimball – by phone), Eric Erickson (CenturyLink), Mike Frericks (GeoComm), Scott McMahon (Watertown PD by phone), Greg Brooks (Intrado), Jenn Disburg (Metro 911), Shelly Ebberts (Watertown PD)

I. Call to Order and Roll Call

Meeting called to order at 10:28 AM CDT by Rufledt. Roll call was taken and a quorum was present.

II. Approval of Agenda

Motion to approve agenda.

Moved by: Serr Seconded by: Harding

Discussion: Add two items under XIII and strike item XII.

Motion carried unanimously.

III. Approval of Meeting Minutes

Motion to approve June 6, 2013 meeting minutes with changes identified.

Moved by: Jaeger Seconded by: Haines

Discussion: None

Motion carried unanimously.

IV. Approval of July 18, 2013 Public Hearing Minutes

Motion to approve the July 18, 2013 public hearing minutes.

Moved by: Carmon Seconded by: Harding

Discussion: None

Motion carried unanimously.

V. NG911 Project Update – Weston

Frequency and process for updating the State 911 Master Plan

Motion to approve updates to the State 911 Master Plan at the June meeting annually.

Moved by: Jaeger Seconded by: Carmon

Discussion: None

Motion carried unanimously.

Overview of Project A Deliverable

LR Kimball staff completed an analysis of the draft State 9-1-1 Master Plan the board had previously acknowledged. Sara Weston from LR Kimball responded to questions relating to the Project A deliverable.

Collection of Monthly Statewide 911 Network and Data Cost

Rufledt, Haines and Rechtenbaugh participate in weekly conference calls with Kimball staff. On recent calls we have been discussing statewide 9-1-1 network and customer data costs, and the most efficient way to gather this data from the telephone service providers. Kimball staff is also actively working on revenue projections for the NG911 project.

PSAP Technical Survey

Kimball staff, with support from Rufledt, Haines and Rechtenbaugh, has compiled a technical survey that will be sent out to the PSAP directors. The survey is necessary to gather specific information which will assist Kimball in determining future NG911 costs and for drafting RFPs and planning the NG9-1-1 migration.

VI. Items from Legal Counsel

Administrative Rule Changes

DPS Staff Attorney Howell provided the board with the proposed administrative rule changes for discussion. LRC recommended minor changes were also presented for consideration.

Motion to approve the proposed rules with changes as noted.

Moved by: Carmon Seconded by: Sawvell

Discussion: None

Motion carried unanimously.

Smart Software Solutions Maintenance Contract

Howell presented the board with a Smart Software Solutions maintenance contract for consideration. The contract period is August 1, 2013 to August 1, 2015 for a total of \$10,000. This will allow Smart Software Solutions to provide all necessary assistance to launch the 911 annual financial reporting system and provide on-going maintenance and support.

Motion to approve the contract with the minor changes noted.

Moved by: Serr Seconded by: Haines

Discussion: None

Motion carried unanimously.

Tom Sandvick Consultant Contract

Howell presented the board with a Consultant Contract for Tom Sandvick. Sandvick's original contract expired on June 30, 2013. Rechtenbaugh asked the board to consider another 1 year contract with Sandvick to assist her in completing the on-site reviews of the remaining PSAPs that have not yet been visited. The scope of work would stay the same as the previous contract. The contract period would be August 1, 2013 through July 31, 2014 for a total of \$6,000.

Motion to approve the contract as described.

Moved by: Serr Seconded by: Harding

Discussion: None

Motion carried unanimously.

VII. Coordinators Report

Annual Report to Governor/Legislature/GOAC

Rechtenbaugh provided the board with a copy of the draft annual report.

Motion to approve the report.

Moved by: Haines Seconded by: Jaeger

Discussion: Carmen advised he had not read the report.

Motion passed 6-1. Yeas: Haines, Harding, Jaeger, Price, Ruffedt, Sawvell, Serr Nays: Carmon

Condition Statement and Surcharge Collections Report

The June Condition Statement shows the 2% pre-paid wireless revenue received for FY13 is \$546,322. The revenue from the states portion of the \$1.25 is \$2,324,539. Total balance in the 911 Coordination Fund is \$3,225,988. Please note the 2% pre-paid wireless surcharge for June 2013 is nearly double previous month's amounts. Rechtenbaugh explained this was to timing of the transfer at the end of the fiscal year. Department of Revenue directly deposits the 2% pre-paid wireless surcharge into the public safety 911 emergency fund at DPS, but the \$1.25 surcharge funds are put into a transfer account to allow for distribution. Therefore the \$1.25 surcharge funds are often handled within DPS on a different day. In this case it was at the end of the fiscal year so the 2% made it in on FY13 business and the \$1.25 went into FY14 business.

The board asked Rechtenbaugh to contact DOR to see what follow up takes place when a provider reports or remits late. Rechtenbaugh will report back to the board at the next meeting.

Update on Yankton County Surcharge Issue

Rechtenbaugh stated she has not received the requested information back from Yankton County per the letter the board sent on June 10, 2013. Rechtenbaugh did provide the board with a copy of the Yankton County Commission Meeting minutes from July 2, 2013. Per the minutes the Commission voted to prepare a resolution for the South Dakota Association of County Commissioners Convention to pursue legislation to expand the number of allowable county expenditures from 911 surcharge funds. Ruffedt asked Rechtenbaugh to contact Chairperson Jensen to inquire if they will be responding to the board as requested.

2012 City/County Annual Financial Report Summary

Rechtenbaugh summarized data collected from the 2012 annual reports submitted by PSAPs and counties detailing their 911 Fund.

75 reports were received:

30 from PSAPs, 45 from counties, none from tribal entities or PSAPs

11% (15 reports) were received late, after the due date

Total number of 9-1-1 Telecommunicators:

89% are State Basic 9-1-1 Certified

78% are EMD Certified

Chapter 20:10 PUC Rules

Rechtenbaugh reported she visited with staff at the PUC and provided them a copy of the board recommended administrative rule changes related to 9-1-1 under their authority.

VIII. DLA Audits of 911 Funds

At the last board meeting Russ Olson from DLA asked the board to consider how they would like DLA to proceed with 911 Fund audits. Presently DLA audits a few counties every year, the rest are audited every two years. When a county is due for their regularly scheduled audit, DLA staff also audits their 911 Fund. DLA has now audited all county 911 Funds and over the past two years, has provided the board with a summary report of those audits, bringing any prominent issues to the boards' attention. Rechtenbaugh reported that Russ Olson from DLA has been very helpful in providing technical assistance related to financial issues or questions as they relate to the 911 Fund. After discussion, the board asked Rechtenbaugh to convey to DLA that it would like to continue the current audit process. Rechtenbaugh will continue to communicate with DLA about specific areas of concern she encounter's during her review of the annual reports and will keep the board advised of any such cases.

IX. PSAP Telephone Denial of Service Incidences (TDOS)

Carmon reported Tdos events have happened recently in SD and elsewhere. The perpetrator(s) will flood an agency with hundreds of calls or continuously call on their business lines preventing others from being able to use the lines. If this happened on a 911 trunk(s) it could render a PSAP unreachable by the public. Tdos attacks on 9-1-1 trunks are very rare since they are not in any way public numbers. The perpetrators are often offensive and unrelenting and very difficult to catch or stop. Century Link provided the PSAPs via the Dakotas NENA Chapter with a Tdos document to help them deal with events should they occur. Since these calls often come from VoIP phone service from outside the state, the calls are potentially Federal violations and as such, should be reported at a minimum to the State Fusion center.

1:38pm Harding had to leave the meeting. A quorum was no longer present.

X. Subcommittee Reports

- i. Legislative Subcommittee – Carmon. Nothing to report.
- ii. Technical Subcommittee – Carmon and Serr. Nothing to report.
- iii. Operations Subcommittee –Falken and Haines. Nothing to report.

Rechtenbaugh provided the board with an updated copy of the board membership and the subcommittee membership list.

Rufledt advised he visited with new board member Chief Lee McPeck from Watertown and as he expressed interest in serving on the Operations Subcommittee, he appointed him to that committee.

- iv. Funding Subcommittee – Turbak. Nothing to report.

Jaeger volunteered to serve on the Nominations Subcommittee replacing former board member Barthel.

XI. Study Topics

From the previous meeting, Rufledt advised he has identified three topics that need to be studied by the appropriate board subcommittee. Rufledt advised these are topics that have repeatedly come to the attention of the 9-1-1 Coordinator or Administrative Subcommittee and are in need of further study for recommendations and possible board action in the future.

Issues with SDCL 34-45-8.4 were assigned to the Funding Subcommittee.

The topic of cities or counties contracting for 9-1-1 service with an out of state PSAP was assigned to the Funding Subcommittee.

The issue of PSAP efficiency was assigned to the Operations Subcommittee.

Rufledt advised he and Rechtenbaugh would provide the subcommittees with specific information on each topic. The subcommittees will report on their study progress at each board meeting.

XII. Other Business

NENA Conference

Carmon and Rechtenbaugh attended the National Emergency Number Association Conference in June, a national conference with over 1,000 participants from across the US and other countries. Both reported they found the conference to be very beneficial and encouraged other board members to consider attending in the future.

Next board meeting is Tuesday/Wednesday, August 13-14, 2013 at AmericInn in Fort Pierre. The focus of the meeting will be the State 911 Master Plan and kickoff off the NG911 Project C-GIS Data RFP.

Inquiry from Codington County

Rufledt advised that Sheriff Wishard from Codington County sent a letter to the board asking for approval to pay 50% of the recurring cost of a dedicated fiber optic connection between the Watertown PD PSAP and the Sheriff's office county 911 funds. The letter will be provided to the board for consideration and it will be on the August meeting agenda for possible action.

Dakota 911 Conference

Rufledt advised the 2013 Dakota 911 Conference is scheduled for Sept 16-19 in Bismarck, ND. Conference information and registration can be found at www.Dakota911.org.

XIII. Public Comment

There was no public comment.

XIV. Adjourn

Lacking a quorum the chairperson declared the meeting in recess at 2:10pm.